

Food Service Licensing Procedures

Pre-printed renewals and licenses

Food Service Establishment, Mobile Food Service, Mobile Commissary, STFU, Vending

Definitions:

MDA = Michigan Department of Agriculture

DMB = Department of Management & Budget; state department responsible for printing and mailing forms

LHD = Local Health Department

Preparation: December through January

- 1) **BY DEC 1:** MDA provides LHD with list of outstanding licenses for current license year.
- 2) **BY DEC 31:** LHD provides MDA with all remaining current year license changes/deletes/voids. This will allow MDA time to process the changes prior to running the renewals.
- 3) **BY DEC 31:** LHD submits request to MDA if they need business size (#10 window) envelopes in which to mail the renewals. Request should be submitted to Rosy Ruedger at (517) 241-2434 or email ruedgerr@michigan.gov.
- 4) **BY DEC 31:** LHD submits request to MDA for printed copies of new license application, if necessary; LHD to indicate the number of new applications desired. (See #6 below; LHD can download application from website.)
- 5) **BY DEC 31:** LHD provides MDA with name, phone number and email address of the LHD person to be contacted for all licensing correspondence.
- 6) **On Jan 16:** MDA posts blank application for upcoming license year on MDA website with license year on application. LHD can download application from website for use as needed for new businesses. The application will be located at www.michigan.gov/mda (Licensing, Food Industries) or click on keyword and enter "foodserviceapp."
- 7) MDA orders new applications for coming year on white paper, 2-sided with instructions on back, license year will be printed on application. LHD will photocopy application onto appropriate colored paper for LHD files.
- 8) MDA orders perforated paper for license printing in appropriate color for upcoming license year.
- 9) MDA finishes processing of current year changes/deletes/voids.
- 10) MDA prepares renewal template file – runs sample trial on-site.
- 11) MDA prepares license template file – runs sample trial on-site.
- 12) MDA sends sample trial of renewal and license templates with merged data to DMB for sample printing on their machines.
- 13) MDA prepares mailing labels of LHDs that will be used by DMB to ship renewals and licenses to LHDs.
- 14) MDA prepares electronic file of establishments for LHDs.
- 15) MDA sends LHDs License Issuance Agreement for signature.

MDA Process: February

- 1) MDA creates Access file of data from License 2000 database for renewals and licenses.
- 2) MDA merges renewal application template with License 2000 data; in license number order.
- 3) MDA merges license template with License 2000 data; in license number order.
- 4) MDA sends merged files to DMB with order for printing and mailing, include LHD mailing labels. DMB sends pre-printed renewals and licenses directly to LHDs.
- 5) MDA sends electronic file of establishments to each LHD.
- 6) LHD signs License Issuance Agreement; LHD retains copy and returns original to MDA.

LHD Process: March through April

- 1) LHD receives shipment of preprinted renewal applications and preprinted licenses from DMB. Renewals and licenses pre-printed in one batch based on previous year data.
- 2) LHD signs and returns Record of Licenses Received document to MDA.
- 3) LHD makes necessary additions to renewal applications – e.g., applies license fees.
- 4) LHD sends out renewal applications.
- 5) Renewal applications returned from facility to LHD for review and approval
 - a. Approved renewals
 - i. LHD sends notification of approval to MDA – electronic spreadsheet file or hardcopy of renewal application (details on the specific type of electronic file will be forthcoming)
 - ii. LHD issues license
 - b. Deleted renewals
 - i. LHD sends notification of delete to MDA – electronic spreadsheet file or hardcopy of renewal with notation
 - ii. LHD returns both copies of pre-printed licenses to MDA marked as “Deleted”
 - c. Information changes on renewal
 - i. LHD verifies changes are notated on renewal application
 - ii. LHD copies renewal application with changes for their records.
 - iii. LHD sends MDA notification of changes – hardcopy of original application with both copies of pre-printed incorrect license attached.
 - iv. MDA processes changes
 - v. MDA prints revised license (two copies) and mails to LHD
 - vi. LHD issues revised license
- 6) LHD returns approvals, changes/deletes/voids to MDA by the 1st and 15th of each month throughout the license year. This allows for continuous

processing by MDA. MDA will process with the following priority: changes, approvals, deletes/voids.

New Application Process

New facility applications

- a. LHD provides blank application to facility to gather information and payment; or facility can download application from website
- b. LHD reviews application completeness and approves for license
- c. LHD copies completed application for their records onto appropriate colored paper
- d. LHD submits completed application to MDA
- e. MDA processes application and prints license (two copies of license for LHD and facility)
- f. MDA mails license to LHD
- g. LHD issues license

License year colors

Tradition has been to rotate four colors (green, yellow, pink, blue) to represent different license years. Pre-printed renewal applications and licenses will be printed in these colors. The color schedule for upcoming license years is as follows:

<u>Year</u>	<u>Color</u>
May 1, 2004 – April 30, 2005	Green
May 1, 2005 – April 30, 2006	Yellow
May 1, 2006 – April 30, 2007	Pink
May 1, 2007 – April 30, 2008	Blue
May 1, 2008 – April 30, 2009	Green
(pattern continues)	